

Call for Session Proposals

IMPORTANT DEADLINES

Submission of Session Proposals: February 3, 2005

Notification of Acceptance: February 27, 2005

FORMAT FOR SESSION PROPOSALS

Session Title:

Contact Information: Name:
 Title:
 Office/Region/Lab/Center:
 Phone:
 email:

Key Words (5):

Description:

Provide a brief description (250-400 words) of the subject of your proposed session, including:

- Description of the session purpose and desired outcome (3-hour limit)
 - Speakers who will lead discussion
 - Expertise of the speakers
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GUIDANCE

Session proposals should **focus on collaborative efforts** between EPA and others (federal agencies, private sectors, academia, states, tribes) that enhance scientific understanding of environmental issues and provide for effective problem-solving tools.

Sessions must be designed in 90 minute increments. Multiple increments of time (e.g., two 90-minute periods) are possible, but not guaranteed.

- **Font Type and Size** should be Times New Roman, 12 pitch
- **Flush Left; No Underline**
- **File Names** should be by Last Name and First Initial, plus file extension, as follows:
 - Smith_m.doc for a Microsoft Word document; or,
 - Smith_m.wpd for a WordPerfect document;
 - If there is more than one author, please use the lead author's name.

SUBMITTING PROPOSALS

Once your proposals have been submitted and approved within your organization, your coordinator will provide you with instructions for posting them to the password protected website.